

CONEJO RECREATION & PARK DISTRICT

Job Title: Accounting Technician

DRAFT

Division: Management Services

Summary:

Under general supervision, performs technical paraprofessional accounting duties including payroll processing and accounts receivables and payables for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA); prepares accounting records and journal entries as necessary; generates reports and reconciles data; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of technical duties to ensure accurate and timely data entry and processing of various financial records; documents financial transactions in general ledger accounts; reconciles bank, accounting and payroll data; analyzes journal entries; corrects discrepancies.
- Compiles timesheets from District and MRCA employees, inputs payroll data into payroll system, prints proof list and verifies hours; corrects errors in time reporting; processes payroll and allocates payroll costs to budget appropriation accounts.
- Calculates and prepares payment for a variety of taxes including sales tax, payroll taxes and income withholdings; assists with issuance of employee, contractor and vendor tax statements.
- Processes routine and special check runs; validates accuracy of coding and payments and prepares checks for mailing or distribution.
- Prepares direct deposit, warrants and wire transfer information for approval and transmittal to the bank before established deadlines; prepares bank deposits.
- Maintains independent contractor and vendor records and databases including contracts, payment and ACH information.
- Assists with generating financial reports, spreadsheets and records; maintains purchase order file and records expenses; scans and files data and documents in accordance with District and MRCA records management policies and procedures.
- Gathers statement backup and reconciles Cal-Card statements; processes approved payments.
- Researches and answers District and MRCA employee and department inquiries regarding payroll, reimbursements and general status inquiries.

Other Duties and Responsibilities:

- Provides backup to divisional administrative staff.
- Assists in research and preparation of data for payroll and financial audits and special reports requested by auditors, MRCA administrators, and other public agencies.

- May be required to drive District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from a two-year college with an associate degree, coursework in accounting, finance or a related field, and two years of progressively technical accounting experience in financial recordkeeping, payroll, reconciliation of various types of accounts, and preparation of journal entries; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret accounting documents, procedure manuals and governmental regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

Math Ability:

Ability to accurately calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic accounting and finance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze and reconcile fiscal recording, banking and payroll records. Ability to interpret a variety of instructions provided in written or oral form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing and spreadsheet programs.

Ability to address and resolve employees' concerns in a professional and discretionary manner.

Maintain confidentiality of information and work products.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms.

Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.